



DFRC Travel Manager NewsFlash #5

(February 26, 2003)

Date Changes to an Authorization:

If the travel dates for a trip change by more than two days an amended authorization is required. Depending on where the authorization is in the routing process will determine the course of action that needs to occur.

- If a travel authorization is **not approved** date changes can be made to the authorization - make change, re-stamp & then route.
- If a travel authorization is already **approved** an amendment will **need** to be created.

If you have any questions or have any topics you would like information on please email biss@mail.dfrc.nasa.gov